

LAW DEPARTMENT SUMMARY

The Law Department provides legal counsel to the City Council, City Manager and all departments, boards, agencies, and commissions of the City. The legal staff represents the City in legal actions and prosecutes cases in Municipal Court. Other responsibilities include preparation of ordinances and other legal instruments and issuance of legal opinions. This office administers a diversion program for first-time drunk driving offenders, prosecutes cases in Environmental Court and manages the Domestic Violence Program.

Budget Highlights

The 1993 adopted budget shows a decrease of \$41,910 from the 1992 adopted budget. The 1994 approved budget reflects an increase of \$9,550 over the 1993 adopted budget.

- ° Two part-time Probation Officer positions were deleted (\$16,890). These positions were originally created to assist in domestic violence deferred judgment; however, these services are covered under a grant-supported contract with the local YWCA.
- ° A part-time Attorney position has been eliminated (\$38,000). This position was one of three part-time attorneys. These attorneys handle workers' compensation and small claims litigation against the City. Only two of these positions have been used; the third position has been held vacant, but retained in the event the case load increased.
- ° A special purpose grant from the Department of Housing and Urban Development to support the City's Domestic Violence program will provide a prosecuting attorney (\$38,000), paralegal interns (\$22,500), and additional deferred judgment services (\$25,530).

Budget Summary

	1991 <u>Actual</u>	1992 <u>Adopted</u>	1992 <u>Revised</u>	1993 <u>Adopted</u>
Personal Services	\$867,113	\$984,440	\$970,460	\$946,400
Contractual Services	114,096	111,480	106,340	106,760
Commodities	14,481	10,500	11,800	11,350
Capital Outlay	0	0	0	0
Other	0	0	0	0
Total	<u>\$995,690</u>	<u>\$1,106,420</u>	<u>\$1,088,600</u>	<u>\$1,064,510</u>

CITY OF WICHITA 1993 / 94 ANNUAL BUDGET

FUND: 110 - GENERAL FUND
DEPARTMENT: 04 - LAW

	1991 ACTUAL	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
110 Regular Salaries	700,925	776,220	693,240	698,710	701,370
120 Special Salaries	997		85,780	70,180	70,180
130 Overtime					
140 Employee Benefits	165,192	208,220	191,440	188,260	196,870
150 Planned Savings				(10,750)	(10,850)
SUBTOTAL PERSONAL SERVICES	867,113	984,440	970,460	946,400	957,570
210 Utilities					
220 Communications	12,285	11,540	12,470	12,330	12,440
230 Transportation and Training	2,539	5,450	5,460	5,460	5,460
240 Insurance					
250 Professional Fees	14,384	22,340	150	150	150
260 Data Processing	63,444	53,540	63,440	63,440	61,540
270 Equipment Contractuals	736	700	660	660	660
280 Building and Grounds Contractuals					
290 Other Contractuals	20,709	17,910	24,160	24,720	24,890
SUBTOTAL CONTRACTUAL SERVICES	114,096	111,480	106,340	106,760	105,140
310 Office Supplies	13,123	9,550	10,880	10,880	10,880
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts	397	500	250	250	250
350 Materials					
360 Equipment Supplies					
370 Building Parts	222		220	220	220
380 Non-Capitalizable Equipment	73				
390 Other Commodities	665	450	450		
SUBTOTAL COMMODITIES	14,481	10,500	11,800	11,350	11,350
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment					
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY					
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	995,690	1,106,420	1,088,600	1,064,510	1,074,060

CITY OF WICHITA 1993 / 94 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 04 - LAW

The Law Department represents the City in all legal actions brought against the City or initiated by the City, including prosecution in the Municipal Court. The department investigates and makes recommendations on claims for damages filed against the City and provides legal counsel to the City Council, City Manager, departments, boards, agencies, utilities and commissions of the City.

Other responsibilities are to draft and approve ordinances, resolutions, contracts, and other legal instruments; to render legal opinions as requested; and to provide legal assistance in labor relations, cable television matters, and the City's legislative program.

The City Attorney is also charged with the responsibility of administering a domestic violence deferred prosecution program and a diversion program for DUI first-time offenders.

POSITION TITLE	POSITIONS			1993 EMPLOYMENT RANGE	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
	1991 RVSD	1992 ADOPTED	1993 ADOPTED					
Dir. of Law & City Attorney	1	1	1	001	65,000	66,950	66,950	66,950
First Attorney	1	1	1	004	55,980	59,790	59,790	59,790
Senior Attorney	2	2	2	005	88,170	112,230	112,230	112,230
Attorney III	3	3	4	111	140,900	186,130	186,130	186,130
Attorney II	2	2	1	112	73,500	44,500	44,500	44,500
Diversion Program Coordinator	0	0	1	118	0	28,340	28,340	28,340
Assistant to the Director	1	1	1	115	29,290	30,160	30,160	30,160
Attorney I	3	3	3	115	90,930	90,470	90,470	90,470
Probation Officer	2	2	0	625	53,870	0	0	0
Administrative Secretary	1	1	1	620/21	26,240	26,240	26,240	26,240
Legal Secretary	4	4	4	620	94,520	95,260	96,390	97,580
Secretary	1	1	1	618/19	18,840	19,880	20,970	22,120
Subtotal	21	21	20		737,240	759,950	762,170	764,510
ADD: Longevity					3,900	3,470	3,850	4,120
Employee Compensation					0	0	2,870	2,920
LESS CHARGES:								
Tort Liability					(35,100)	(35,090)	(35,090)	(35,090)
Workers' Compensation and Unemployment Compensation					(35,100)	(35,090)	(35,090)	(35,090)
Attorney (PT)	3	3	2	116	105,280	70,180	70,180	70,180
Probation Officer (PT)	0	0	0	625	0	15,600	0	0
TOTAL	24	24	22		776,220	779,020	768,890	771,550